

## **FY 2004 Pay Periods and their Corresponding Processing Month**

Payroll transactions are made up of salary and benefit payment transactions and accrual transactions.

- **Payroll salary and benefit transactions** update FFIS and the Financial Data Warehouse (FDW) the weekend after the pay period ends. For example, pay period 24 runs from November 30 to December 13. FFIS and FDW are updated the weekend of December 20<sup>th</sup>.
- **Payroll accruals** update FFIS and the FDW on or around the 19<sup>th</sup> of each month. They reverse in FFIS the evening of the first workday of the next month and update the FDW early the next morning.

### **Payroll Salary and Benefit Transactions**

Salary and benefit transactions are detailed employee payroll transactions. The details are summarized and posted to FFIS the weekend after the pay period ends. Detailed records are not in FFIS. You can find detailed salary and benefit transactions in the Financial Data Warehouse (FDW) in the Payroll section. (The VPAYROLL table is used to produce these reports.)

The following chart shows the fiscal month each pay period will process in FFIS in FY04. The budget fiscal year will depend on the accounting associated with the detailed payroll transaction. For example, in pay period 19, September 21-30 will be represented by BFY03 accounting codes and October 1-4 will be BFY04 accounting. Each pay period processed could have transactions representing prior pay periods (and therefore, possibly prior BFY's). The processing tape picks up all payroll activity processed during that pay period, including corrected T&A's.

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Pay Period	Dates of Pay Period	Process Date in FFIS	Posted in FM/FY:	Month
19	09/21/03-10/04/03	10/11/03	01/04	October
20	10/05/03-10/18/03	10/25/03	01/04	October
21	10/19/03-11/01/03	11/08/03	02/04	November
22	11/02/03-11/15/03	11/22/03	02/04	November
23	11/16/03-11/29/03	12/06/03	03/04	December
24	11/30/03-12/13/03	12/20/03	03/04	December
25	12/14/03-12/27/03	01/03/04	04/04	January
26	12/28/03-01/10/04	01/17/04	04/04	January
01	01/11/04-01/24/04	02/02/04	05/04	February
02	01/25/04-02/07/04	02/14/04	05/04	February
03	02/08/04-02/21/04	02/28/04	05/04	February
04	02/22/04-03/06/04	03/13/04	06/04	March
05	03/07/04-03/20/04	03/27/04	06/04	March
06	03/21/04-04/03/04	04/10/04	07/04	April
07	04/04/04-04/17/04	04/24/04	07/04	April
08	04/18/04-05/01/04	05/08/04	08/04	May
09	05/02/04-05/15/04	05/22/04	08/04	May
10	05/16/04-05/29/04	06/05/04	09/04	June
11	05/30/04-06/12/04	06/19/04	09/04	June
12	06/13/04-06/26/04	07/03/04	10/04	July
13	06/27/04-07/10/04	07/17/04	10/04	July
14	07/11/04-07/24/04	07/31/04	11/04	August
15	07/25/04-08/07/04	08/14/04	11/04	August
16	08/08/04-08/21/04	08/28/04	11/04	August
17	08/22/04-09/04/04	09/11/04	12/04	September
18	09/05/04-09/18/04	09/25/04	12/04	September
19	09/19/04-10/02/04	10/09/04	01/05	October

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### **Payroll Accruals (also called Payroll Estimates) –BOC 1199**

Accrual transactions represent payroll expenses where the employee performed work in one month but will not be paid until the following month. Accruals serve as a way for FFIS to record expenses in the month they were incurred. In this way, our accounting reports and statements accurately reflect monthly activity. These transactions are reversing period-end estimates which initially post on or about the 19<sup>th</sup> of each month and reverse the evening of the first work day of the next month. The figures used for the accruals are based on earlier actual payroll figures. Estimated salaries and benefits are summarized in budget object class (BOC) 1199 by accounting code. The summarized figure appears in the Accounting Code Summary by BOC in the FDW. (The VSUMFNCL table is used to produce this report.)

Calculate the payroll accrual, BOC 1199, by comparing the actual work days in the month to the pay periods that processed in a given month.

### **Example – December 2003**

For example, December 1 through 31 is represented by 10 work days of pay period 24, all of pay period 25, and 3 work days of pay period 26. However, from the chart above we see that pay periods 23 and 24 actually posted in December. So, December's payroll accrual, BOC 1199, will be a combination of:

1. a reversal of 10 work days (100%) of pay period 23 that were worked in November, but not posted until December (this reversal accrual transaction will be processed the first work day of December), and,
2. an accrual of 10 work days (100%) of pay period 25 and 3 work days (30%) of pay period 26 (this accrual transaction will be processed in the middle of the month).

If you look at BOC 1199 on ACSB in the beginning of the month, it will be a negative figure because only the reversal of the pay period 23 accrual has occurred. If you look at it at the end of the month, BOC 1199 will be a *positive* figure because NFC is accruing more days (13 work days) than they are reversing (10 work days).

Fiscal Month	Pay Period	Actual Work Days in the Month (in percentages)	Pay Period Processed (100% or 0% based on pay periods processed in the month-see chart on page 1)	(Reversal Accrual) or Accrual
December	PP23	0%	100%	(100%)
	PP24	100% (10 days)	100%	0%
	PP25	100% (10 days)	0%	+100%
	PP26	30% (3 days)	0%	+30%
	Total			+30%

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### Example – January 2004

Here is a second, more complex example. In January, January 1-10 is in pay period 26, January 11-24 is pay period 01, and January 25-31 is part of pay period 02. From the chart on page 1, pay period 25, 26 and 01 process in January. So January's payroll accrual will be a combination of:

1. a reversal of pay period 25 (all 10 days) and 3 days of pay period 26. This reversal accrual processes the evening of the first work day of the month and can be seen in FDW the following work day. It represents work performed in December but not posted until January.
2. an accrual of 5 work days (January 26-30) of pay period 02. This accrual will post in the middle of the month.

At the end of the month, the total accrual on your ACSB for the month of January, therefore, will be a *negative* figure because NFC is reversing more (10+3=13 work days) than they are accruing (5 work days).

Fiscal Month	Pay Period	Actual Work Days in the Month (in percentages)	Pay Period Processed (100% or 0% based on pay periods processed in the month-see chart on page 1)	(Reversal Accrual) or Accrual
January	PP25	0%	100%	(100%)
	PP26	70% (7 days)	100%	(30%)
	PP01	100% (10 days)	100%	0%
	PP02	50% (5 days)	0%	+50%
	Total			-80%